

**ENGINEERING AND RELATED SERVICES
DESIGN BUILD QUALITY ASSURANCE SERVICES
NOVEMBER 21, 2008**

**STATE PROJECT NOS. 700-99-0468
I-12 WIDENING (O'NEAL LANE - WALKER) -- [DESIGN/BUILD]
ROUTE: I-12
EAST BATON ROUGE AND LIVINGSTON PARISHES**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to perform quality **assurance services for the subject project**. All requirements of the Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met prior to the execution of the contract. One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

DOTD Coordinator – Mr. Tom Landry may be reached at (985) 375-0100.

PROJECT DESCRIPTION

The Consultant/Team will provide Quality Assurance (QA) services for construction inspection, fabrication inspection and project design (Roadway, Bridge, Geotechnical, etc.); and a public information support program for the Design/Build (D/B), I-12 widening between O'Neal Lane and Walker. The QA will be integrated into and with the D/B team proposal with particular reference to sections 111,112,113 of the "Scope of Services Package Contract Documents". The QA requirements may include evaluation of the D/B QC plan, materials verification testing and field verification testing throughout the D/B contract. The D/B team selection is anticipated by December 2008 and the Quality Assurance selection will be made immediately following. This contract will only be awarded if the D/B contract is awarded. The QA contract will not be awarded to a member of the selected D/B Team. Sub consultant QA Team members may be substituted with DOTD approval if they are part of the selected D/B Team.

SCOPE OF SERVICES

The contract contains significant roadway and bridge work, permanent and temporary signing, prestress fabrication, the framework for ITS operations, and provisions for future lighting and additional conduits for future needs. The services will be performed in accordance with the D/B contract documents. Copies of these documents will be made available through DOTD upon request. The DOTD will assign a project coordinator from its District 62 office to serve as a construction coordinator for the DOTD during project construction.

The selected Consultant/Team will provide the quality assurance services required to widen I-12 to six (6) lanes as well as construction and/or widening and modifications to the following structures:

- **O'Neal lane Interchange (LA 3245):** Providing interior widening of the Interchange overpass structure (approximately 304.5').

- **Amite River Bridge:** Two (2) new parallel bridge structures to replace the existing four (4) bridge structures. Approximately 2,600 feet of main line bridge structure and the degrading of the existing embankment plug to approximately elevation 23.0. The proposed finished grade of the bridges may be raised to elevation 49.80; however, the bridges would have to vertically tie into the existing roadway elevation at the approaches.
- **4-H Road Overpass (LA 1032):** Providing interior widening of the overpass structure (approximately 260.0').
- **Range Ave. Interchange (LA 3002):** Providing interior widening of the Interchange overpass structure (approximately 304.5').
- **Pete's Highway (LA 16):** Providing median widening of I-12 (if applicable).
- **Juban Road Interchange (LA 1026):** Providing median widening of I-12 (if applicable).
- **Walker Interchange (LA 447):** Eastern limit of widening project.

QA Services for Construction

The following services to be performed by the Consultant will be under the direct supervision of the DOTD Coordinator

Items of work will include as a minimum the following:

- 1) Maintain a daily log of QA activities. This should be a detailed account of personnel, locations, observations, comments, actions and any other information necessary to validate audit reports.
- 2) Provide audit reports for work to date for the Project Coordinator/Design Coordinator weekly or as requested by the Project Coordinator.
- 3) Maintain adequate records to initiate, substantiate, investigate, track, recommend remedial procedures and verify actions taken with regard to Change Orders and NCR's.
- 4) Monitor the Design-Builders coordination with the Parish Engineers/Representatives for all relocations/adjustments of utility facilities for the construction of work site.
- 5) Monitor the collection, submission, and test results of sampled materials.
- 6) Inspect the contractor's construction operations sufficiently to ensure that all work is performed in accordance with the D/B plans and specifications.
- 7) Keep clear and concise records of the contractual operations of the D/B Team.
- 8) Audit the development and correctness of pay requests, partial and final.
- 9) The Consultant will be available for meetings/conferences, visits to jobsites, and/or inspections by DOTD authorized representatives.

10) The Consultant will be required to audit the Design-Builder's "As-Built" plans and final estimate.

11) The Consultant will monitor and document all construction claims, and disposition of claims.

12) Review the logic used within the Design-Builder's CPM schedule (including all updates/changes) and document any dispute of logic for use in possible future owner directed scope changes.

13) When material verification testing is required the DOTD District Laboratory will provide its normal services for testing (based on DOTD's Material Sampling Manual).

The following QC inspection services will be audited for fabrication at the Precast/Prestress Concrete Plant and coordinated with the Fabrication Engineer.

1) Maintain a daily log of QA activities. This should be a detailed account of personnel, locations, observations, comments, actions and any other information necessary to validate audit reports.

2) Provide audit reports for work to date for the Fabrication Engineer weekly or as requested by the Project Coordinator.

3) Maintain adequate records to initiate, substantiate, investigate, track, recommend remedial procedures and verify actions taken with regard to Change Orders and NCR's.

4) Monitor handling and shipping of fabricated products to the construction of work site.

5) Monitor the collection, submission, and test results of sampled materials.

6) Inspect the contractor's fabrication operations sufficiently to ensure that all work is performed in accordance with the D/B plans and specifications.

7) Keep clear and concise records of the contractual operations of the D/B Team.

8) Audit the development and correctness of pay requests, partial and final.

9) The Consultant will be available for meetings/conferences, visits to jobsites, and/or inspections by DOTD authorized representatives.

10) The Consultant will be required to audit the Design-Builder's "As-Built" shop drawings.

11) The Consultant will monitor and document all construction claims, and disposition of claims.

12) When material verification testing is required the DOTD District Laboratory will provide its normal services for testing (based on DOTD's Material Sampling Manual).

QA Services for Design

The following services to be performed by the Consultant will be under the direct supervision of the DOTD Design Coordinator(s) to be announced after award.

- 1) The QA Team shall provide support to the Bridge, Road and Geotechnical Design sections as needed throughout the duration of the D/B project.
- 2) Areas of assistance may include but are not limited to:
 - a. QA audits of the D/B QC design policies and procedures
 - b. Review of the D/B design and plan development.
 - c. Review of Change Order requests
 - d. Design reviews associated with construction policies or procedures

Public Information Support

The goals and requirements for the Public Information plan will include the following:

- 1) **The Development and maintenance of a Project Website that will serve as a central repository for all project related news and information.**
- 2) **Proactively providing accurate and timely information to the Public on construction activities and possible traffic impacts.**
- 3) **Helping to identify, prevent, and/or resolve problems (real or perceived) that arise with all stakeholders.**
- 4) **Enhancing the Public image of LA DOTD and its consultants, contractors, etc. during this Project.**

ITEMS AND SERVICES TO BE PROVIDED BY THE DOTD

The DOTD will furnish, without charge, the following services and data:

- 1) Scope of Services Package Contract Documents
- 2) Copy of the Design-Builder's Proposal and Contract.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be based on negotiated work hours using DOTD established billable rates. Compensation for all inspectors/technicians will be based on the Consultant's audited field overhead rate or a statewide field overhead rate. Compensation for Engineering and Related Services will be based on the Consultant's office overhead rate or a self-imposed overhead rate.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager

The selected Consultant/Team will be required to submit a proposal within **14 calendar days** following the notification of the Tier II selection. All negotiations must be completed within **30 calendar days** following the notification of the Tier II selection.

CONTRACT TIME

The services to be performed under this contract will commence promptly upon receipt of the written NTP from DOTD's Consultant Contract Services Section, and will be in effect for the duration of the Design/Build construction project [estimated @ 3 years]. The delivery schedule

for all project deliverables will be submitted as "Proposed" by the Consultant and established after review and approval by the DOTD Project Manager.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal.

- 1) At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
- 2) At least one Principal or responsible member of the Prime-Consultant must be a Professional Civil Engineer Registered in the State of Louisiana.
- 3) The Prime-Consultant must employ one Professional Civil Engineer registered in the State of Louisiana with at least ten (10) years of experience in design and construction of roads and bridges, including major bridge structure and substructure, as the QA Project Manager
- 4) A QA personnel plan shall be submitted based upon the "Scope of Services Package Contract Documents", with particular reference to sections 111,112,113. Upon receipt of the D/B team proposal the plan shall be updated.
- 5) The QA personnel plan shall provide the qualifications of all personnel for their designated work.
- 6) The staffing plan logic shall be developed based on expected production rates. This shall be updated after award based on the CPM of the awarded D/B Team.
- 7) The Consultant/Team shall meet the following requirements at the time of submittal:
 - a) One Professional Civil Engineer registered in the State of Louisiana with at least five (5) years of experience in construction of roads and bridges, including major bridge structure and substructure, as an Assistant QA Project Manager.
 - b) One Professional Civil Engineer registered in the State of Louisiana with at least five (5) years of experience in the design of roads as an Assistant QA Manager.
 - c) One Professional Civil Engineer registered in the State of Louisiana with at least five (5) years of experience in the design of bridges, including major bridge structure and substructure, as an Assistant QA Manager.
 - d) One Professional Civil Engineer registered in the State of Louisiana with at least five (5) years of Geotechnical experience in the design, installation and construction of roads and bridges, including major bridge structure and substructure as an Assistant QA Manager.
 - e) One Professional Engineer registered in the State of Louisiana with five (5) years experience in the design of or fabrication and repair of prestress components as an Assistant QA Manager.

EVALUATION CRITERIA

The general criteria to be used by DOTD in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 6;
2. Consultant's personnel experience on similar projects, weighting factor of 6;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 2; *

5. Consultant's current work load, weighting factor of 1;**
6. Location where the work will be performed, weighting factor of 1. **
7. Consultant's Interview/Presentation.

* The firm's composite rating will be used.

** All respondents will be given a rating of 4.

Specialty/Complex Type Project

TIER I Evaluation: All Consultants/Teams will be evaluated as indicated in Items 1-6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's ratings in each category will be added to arrive at the total Consultant's rating. If Sub-Consultants are used, each member of the Consultant/Team will also be evaluated as indicated in Items 1-6. The individual team member rating for their part of the contract proportional to the amount of their work will then be added to arrive at the TIER I Consultant/Team final rating.

TIER II Evaluation: The Consultants/Teams on the TIER I short-list of the three (if three are qualified) highest rated Consultant/Teams will be asked to attend an Interview/Presentation (Item 7) scheduled for Wednesday, January 7, 2009 in the DOTD Headquarters 3rd floor classroom. During the presentations each Consultant/Team will be given 40 minutes for the Presentation/Interviews and an additional 20 minutes to answer any questions. The schedule of Presentation/Interviews will be announced at the time of the announcement of the alphabetical TIER I short-list.

The Consultant's Interviews/Presentations (Item 7) will be used to develop the ranked TIER II short-list. The TIER I ranking will not be a part of the ranking for the TIER II short-list. A ranked TIER II short-list of the three (if three are qualified) highest rated Consultant/Teams will be submitted to the Secretary of the DOTD. The Secretary will make the final selection. DOTD's Consultant Evaluation Committee will be responsible for performing the above described evaluation, and preparation of the TIER I and TIER II short-lists.

Items to be considered during the interview are:

- Experience/Training/Background of personnel for their positions of responsibility.
- Flexibility and resources available for accelerated activities.
- Approach to the auditing function.
- Control of documentation particularly with respect to NCR's, possible claims, and recordation of traffic information.
- Public Information Support Plans.
- A discussion of the overall philosophical approach to managing the required work.

The Tier II evaluation will be based on an adjectival rating process. Each member of the evaluation committee will individually rate each evaluation criterion and assign intensity ratings as defined in the Table below. Plus (+) and Minus (-) signs can also be used to further separate firms within a rating class.

Intensity/Rating

Adjunctive/Description

E

Excellent – Exceeds requirements and demonstrates

exceptional understanding of the goals and objectives of the project. Significant strengths with no weaknesses.

- G** **Good** – Exceeds requirements and demonstrates understanding of the goals and objectives of the project. Strengths outbalance any weaknesses that exist.
- A** **Acceptable** – Proposal meets the requirements and demonstrates an understanding of the goals and objectives of the project. There are measurable strengths or weaknesses.
- W** **Weak** – Weaknesses outbalance the strengths.
- U** **Unacceptable** – Does not meet the requirements or demonstrate an understanding of the goals and objectives of the project.

Once each board member completes evaluations for all factors, the process moves to group consensus. In consensus, members of the evaluation committee seek a mutually agreeable outcome that all members can support. All members will meet as a group, under the direction of the chairperson to arrive at a consensus evaluation for each presentation.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$2,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov) will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (stamped original) and FIVE COPIES of the SF 24-102 must be submitted to DOTD. **Copies of Inspectors' certification cards (indicating the date of expiration), must be included in the SF 24-102.** All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprise (DBE) Sub-Consultants, in performance of this contract, must also submit a SF 24-102, completely filled out and containing information pertinent to the work to be performed. The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The department will not consider joint ventures for these services, unless prior written justification is provided and approved.

The SF 24-102 will be identified with State Project No. 700-99-0468, and will be submitted **prior to 3:00 p.m. CST on Monday, December 15, 2008, by hand delivery or mail**, addressed to:

Department of Transportation and Development
Attn.: Ms. Dawn G. Picard, P.E.
Consultant Contract Services Administrator
1201 Capitol Access Road, **Room 405-BB**
Baton Rouge, LA 70802-4438

or

Post Office Box 94245
Baton Rouge, Louisiana 70804-9245
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.